



## **Request for Applications**

### **Early College and Career Awareness Initiative**

Professional Development for Early College and Career Awareness

#### **Background**

Through the College Access Challenge Grant (CACG), the Office of the State Superintendent of Education (OSSE) is looking to provide professional development on college and career awareness and high school readiness for Washington, D.C. middle school public and public charter education professionals (serving grades 6-8). In order to provide the most helpful resources, best practices and knowledge to counselors, advisors and other staff, OSSE is looking for organizations to assist in designing and providing trainings around specific subject areas.

Subject matter and corresponding panels are detailed below. Organizations interested in proposing new content may also do so using the process outlined. This grant opportunity is targeted at middle school counselors (serving students grades 6-8), therefore successful applicants will propose sessions appropriate for this audience. Proposals for high school-level topics will not be considered.

#### **Guiding Middle School Families on High School Readiness and Choice**

Single or multiple professional development sessions addressing:

- Using data to guide students and families in choosing a high school.
- Helping students to write strong essays for high school applications.
- Preparing students and families for high school interviews.
- Talking with families about high school preparation, high school choice, and high school match and fit.

#### **Best Practices for College and Career-Ready Middle School Students**

- Address research and provide actionable examples of best practices around preparing middle school students for college and careers.
- Presentations with a basis in quantitative research and results highly preferred.

#### **Building Teacher Capacity to Support High School/College Readiness**

- Strategies for counselors and administrators in partnering with teachers around the high school application process as well as college and career exposure.

#### **Financial Aid Literacy at the Middle School Level**

- Approaches and tools for introducing families to financing college, with an emphasis on the message that college is affordable and planning should begin early.

#### **Developing an Alumni Program at the Middle School Level**

- Strategies for tracking students once they move to high school.





- Ideally, the presentation will address how schools have improved their instructional practices based on results from tracking.

## **Grant Information**

OSSE anticipates making awards by January 6, 2013 and funding will be awarded based on number of personnel providing training, hours of training and number of sessions. These grants will be one-time funding opportunities and should not exceed \$5,000 per training session. Organizations may apply for multiple training sessions and may also apply in collaboration with another organization. OSSE will allow funding requests for the following:

- Curriculum planning and development;
- Hourly personnel costs during training (not to exceed four hours per session); and
- Printing and copying of course material.

Eligible organizations must meet the following criteria:

- Be a 501(c)(3) organization based in Washington, DC and operating for at least two (2) years; and
- Experience providing training related to college and career exposure or high school preparation for District of Columbia students or relevant and demonstrated knowledge of a particular subject matter.

## **Applying for Funding**

If interested in applying, please submit the below information via email to Chloe Woodward-Magrane at [chloe.woodward-magrane@dc.gov](mailto:chloe.woodward-magrane@dc.gov). To be considered, applications must be received by 4:00PM on December 18, 2013.

### Application:

- Cover letter providing general background on organization and specific contact information for individuals responsible for developing and leading the training;
- One to two page document detailing training content and curriculum. This should also include any additional information that explains how the organization has experience with the subject matter as well as outcomes from previous trainings with similar subject matter; and
- One page budget with narrative.

## **Agency Contact**

For all inquiries related to this RFA, please contact:

Chloe Woodward-Magrane  
Postsecondary and Career Education  
Office of the State Superintendent of Education (OSSE)





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3<sup>rd</sup> Floor  
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Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE to make an award.

OSSE reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

